

AMERICAN EMBASSY BUENOS AIRES JOB OPPORTUNITY ANNOUNCEMENT

Position Title:	International Narcotics & Law Enforcement (INL) Assistant	Announcement No.:	53/04
Level of Position:	FSN-08 FP-6 (to be confirmed by Washington)	Opening Date:	04/15/04
Hiring Level:	FSN-07 or 08 (depending on qualifications) or its grade equivalencies: FP-07, FP-06	Closing Date:	04/29/04
Work Schedule:	20 hours per week (Funding is available through 09-30-04. Additional funding is contingent upon Washington funding for FY 2005).	Agency/Office:	STATE/POL

Eligibility: U.S. RESIDENT CITIZENS AND ELIGIBLE AMERICAN FAMILY MEMBERS (US/EFMS) (EFMS HAVE HIRING PREFERENCE ACCORDING TO DEPARTMENT POLICY.)

Duties and Responsibilities:

Incumbent reports directly to the Political Section on all matters involving the Government of Argentina (GOA) policies, programs and agenda with regard to International Narcotics & Law Enforcement, such as interdiction, awareness and presentation, as follows:

- Draft routine INL reports, including quarterly reports, the International Narcotics Control Strategy report (INCSR), the annual End Use Monitoring report, and spot reports on Narcotics and Law Enforcement issues of interest to INL bureau.
- Work with Financial Management Center (FMC) accountant and B&F officer to administer and disburse funds from INL accounts for procurement training, and maintenance of INL donated equipment, etc.
- Serve as Liaison to Interagency Law Enforcement elements at Post as necessary. Part of this liaison function will require the employee to attend the weekly Law Enforcement meeting on a regular basis.
- Serve as principal mission contact on Narcotics and Law Enforcement policy issues to the government of Argentina with principal contacts being the Secretariat for the Prevention of Drug Addiction and Narcotics Trafficking (SEDRONAR), the Ministry of Foreign Affairs, the Ministry of Justice and the three main internal security forces, the Gendarmeria Nacional (border guards), Prefectura Naval (Coastguard) and Federal Police, that fall under the authority of the Minister of Justice.
- Work with DEA to manage INL assets provided to GOA counter drug task forces operating in Salta and Jujuy provinces on Argentina's northern border with Bolivia.
- Carry out end-use checks on GOA and provincial police units possessing donated equipment to ensure that the equipment is being used properly and by the unit or group it was donated to; end-use must be in accordance with requirements set forth in an INL Letter of Agreement, when signed by the GOA.
- Monitor unclassified and classified message traffic pertaining to INL activities.
- Respond to INL action items either directly or by bringing them to the attention of the Political section supervisor for guidance or further action.
- Continue efforts to get GOA to sign the standard INL LOA.

Required Skills, Knowledge and Abilities:

- United States citizen.
- Completion of university degree in a related field is required.
- Three-four years work experience in counter narcotics or related field.
- Fluency in spoken and written Spanish is required (English language at the 4/4 level at the minimum, Spanish language at the 3/3 level at the minimum)
- Advanced knowledge of standard accounting procedures is required.
- Basic knowledge of INL programs is preferred.
- Excellent computer skills and the ability to draft memoranda, cables and other correspondence in English with a minimum of guidance and editing and in Spanish with translation assistance provided by political section FSN assistance.
- Must be able to obtain a security clearance.

To Apply:

- Interested candidates for this position should submit the following:
- Application for Federal Employment (OF-612); or
- Current resume or curriculum vitae.
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirement of the position.

Submit Application to:

- Via e-mail to: (*buenosaires-rrhh@state.gov*)
- Via fax to: 5777-4201, Attention Human Resources Office
- Regular mail to: Office of Human Resources, Colombia 4300, 1425 Capital Federal, Argentina

**APPLICATIONS WILL BE ACCEPTED IN THE HUMAN RESOURCES OFFICE UP
TO THE CLOSING DATE OF THE ANNOUNCEMENT**

Applicants' skills, knowledge and abilities will be evaluated by the employing Section/Agency against position requirements in order to assess suitability for the position. Successful candidates may be appointed at lower grade level in lieu of meeting position qualification requirements.